



Procurement Services
Weekly Information Newsletter
12/24/04 **Volume 179**



**2003 NASPO
Cronin Club
Gold Winner**

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DAS bids farewell to Commissioner Waters and Welcomes Commissioner Yelmini

FOR IMMEDIATE RELEASE
December 22, 2004

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Governor Rell Names Top State Labor Attorney to Lead Department of Administrative Services

Names DPW official to serve as DAS Deputy Commissioner

Governor M. Jodi Rell today nominated Linda Yelmini, the state's top labor lawyer, as the new Commissioner of the Department of Administrative Services (DAS).

Yelmini, 54, of Glastonbury has served as the state's Director of Labor Relations at the Office of Policy and Management (OPM) since 1997.

"Linda is a veteran of state government whose experience in labor relations has provided her with extraordinary insight into the workings of our state agencies," Governor Rell said. "She also brings to the job a great talent for working with people and the ability to get things done. I am confident that under her leadership DAS will continue to develop and implement many successful initiatives that will help state government operate more efficiently and effectively."

As Director of the Office of Labor Relations, Yelmini serves as the Governor's designated representative for collective bargaining matters with state employees. Yelmini represented the state during contract negotiations, midterm bargaining and interest arbitration with 13 state employee bargaining units. Yelmini served as Assistant Director of Labor Relations from 1990 to 1997.

"Linda will play a central role in meeting one of my key goals: Making sure the state meets its targets for contracting with small, minority-owned and women-owned businesses," Governor Rell said. "This will take a lot of coordinating, and I can't think of anyone better suited for the job than Linda."

Yelmini graduated from the University of Connecticut in 1972. She received a master's in business administration from the University of New Haven in 1981 and a law degree from Western New England School of Law in 1985. Yelmini's appointment, which pays \$140,000 a year and is subject to confirmation by the General Assembly, is effective January 1.

Governor Rell also appointed Wolcott resident Anna M. Ficeto to the position of Deputy Commissioner of DAS. Ficeto, 40, has been Director of Communications, Legislation, and Regulations for the Department of Public Works since 2003. She served as Legislative and Administrative Manager for the Connecticut Department of Consumer Protection from 1996 to 2003. Ficeto worked as an Associate Attorney for the law firm Jackson, O'Keefe & Dunn from 1990 to 1995.

Ficeto graduated from Mount Holyoke College in 1987 and received her law degree from the University of Connecticut in 1990. Ficeto's appointment will be effective January 3.

Yelmini and Ficeto replace Barbara A. Waters and Alan Mazzola, respectively, who are retiring from state service.

-more-

Waters has spent all of her more than three-decade career at DAS. Named Commissioner in 1996, Waters was the first woman to manage the state's Human Resources unit. She successfully transformed DAS's procurement program into a nationally recognized leader in government e-procurement services and recently served on the state's Task Force on Contracting Reform.

Mazzola's career with the State of Connecticut also spans more than 30 years.

"Barbara Waters and Al Mazzola have made extraordinary contributions to state government and I thank them for their service," Governor Rell said. "Their accomplishments have been numerous, and I wish them the very best in all of their future endeavors."

In addition to state purchasing and human resource management, DAS is responsible for several other management functions. DAS operates the examination and selection process for state job openings, recovers money owed the state and operates the state fleet of vehicles. The agency has an annual budget of approximately \$22 million and employs approximately 300 people.

FAQs for Executive Order No. 3 (State Contracting Portal)

As promised, this week we are providing you with a series of Questions and Answers that will provide a lot of information about the State Contracting Portal including implementation. This is very important information, so click on the link to learn more!

<http://www.das.state.ct.us/rfpdoc/StateContractingPortalFAQs.doc>

Use the following link to access the full text of Executive Order No. 3

<http://www.ct.gov/governorrell/cwp/view.asp?Q=287552&A=1719>



We're Planning a Procurement Forum and We Need Your Help!



Set Aside Goals

Spend Management

State Contracting Portal

Environmentally Preferable Purchasing

Please send us your suggested forum topics!

A lot has happened since our last Procurement Forum. Here are some of projects and initiatives that we've been working on in Procurement Services since then. New master contracts have been awarded for Office Supplies, Maintenance, Repair & Operations (MRO) supplies, Office Equipment, Food & Police Cruisers as a result of the Buy Smart, Buy Together initiative. The expected savings from our **Spend Management** endeavor is \$10.2 million!

Certifying the local businesses that you purchase from is one of the ways we can help you meet your **Set Aside Goals**. A new online application form will soon be available to improve the Small and Minority Business Enterprise Set Aside certification process.

We've incorporated more **Environmentally Preferable Purchasing** (EPP) language, products & services in our bids and contracts to help the environment and to comply with legislation. A new contract for EPP cleaners will be awarded in early 2005.

Governor M. Jodi Rell recently issued Executive Order No. 3, which establishes a "**State Contracting Portal** for purposes of posting all contracting opportunities with state agencies in the executive branch and all higher education agencies and institutions". The portal will be established and maintained by the Department of Administrative Services. Implementation procedures for agencies and schools will be announced soon.

Of course we can't forget about **Core-CT**, which affects almost all of us in some way. Updates and changes to the system are ongoing in order to help you handle your work responsibilities. Plus, new modules are coming onboard with "Billing" scheduled for February 2005 and "Inventory & Asset Management" in July 2005.

All of these are possible topics for our next Procurement Forum (tentatively scheduled for February 2005) but it's **YOUR** forum. We want you to tell us what you are interested in discussing. Below is a link to a quick and easy form for you to complete and email back to us. It will only take a minute so **please send us your suggested forum topics!**

<http://www.das.state.ct.us/rfpdoc/ProposedTopicsSurvey.doc>

SpaceFitters Helps to Save State \$31,768.45!

According to Paul Greco, DAS Contract Specialist, The **PC and Related Electronics Disposal contract (02PSX0254)**, awarded to SpaceFitters, has a provision that can recapture the remaining value of turned in equipment.



With the rapid changes in technology, various types of equipment retain significant monetary value and that is a good reason to find out its potential value before disposing of it. Case in point. Recently, the Department of Children and Families contacted SpaceFitters and turned in a large amount of computer hardware. SpaceFitters retrieved, serviced and brokered the equipment, which resulted a total of **\$31,768.45** in revenue for the State of Connecticut's General Fund!

Below is a summary of the DCF equipment sale in accordance with the terms and conditions of the SpaceFitters contract:

Revenue from Sale of Equipment: 1,253 CPU's & 1,294 17" Monitors	\$62,299.00
Revenue to State (70% of Sale)	\$43,609.30
SpaceFitter's charge to pick up, audit & test 1,253 CPU's	(\$11,840.85)
Net Revenue to General Fund	\$31,768.45

Now that is a big \$avings for the State of Connecticut! To contact SpaceFitters, call Linda Kloter at 800/734-2209 or email lkloter@spacefitters.com. Questions regarding the contract may be directed to Paul Greco at paul.greco@po.state.ct.us.

Are You Using Online Research Tools?



Does your agency or organization subscribe to any online legal research tool such a Westlaw or Lexus? Have you paid for other subscriptions or research tools? Julie Bernosky, Contract Specialist here at Procurement Services needs to hear about it. She is working on a bid for this type of service and any input she gets would be extremely helpful. Let her know the subscription name/company, what it is used for, the approximate dollar amount and how often it is used or subscribed to. Any information you can give Julie will help to create a contract that will be beneficial for your agency or organization.

Send Julie an email at Julie.Bernosky@po.state.ct.us, fax 860/622-2919 or call her at 860/713-5065. Please send your feedback to her by January 24, 2005. Thank you in advance for helping out with this.

“Certification Central”



Small Business Networking Extravaganza
January 11, 2005 (2 - 5 pm) Tuesday
Krystal Gardens (Catering Facility)
1146 Spindle Hill Road
Wolcott, CT 06716

<http://www.das.state.ct.us/rfpdoc/SmallBusinessExtravaganza.doc>

Use the link above to find out more information on this event, or contact:

Harland Henry
Director, Community Outreach & Business Development
Office of the Secretary of the State of Connecticut
Email: harland.henry@po.state.ct.us
Phone:(860) 509-6258

New Set-Aside Vendors!



Check this out! We have made it even easier for you to see which Connecticut vendors have recently become certified! Use the link we have provided to access the listing of **New Set-Aside Vendors Certified in last 7 Days**.

The link below lists the company name, contact information, product description and certification type of all the Connecticut small businesses that were certified during the **previous** week.

http://www.das.state.ct.us/Purchase/ePartners/ep_whats_new.asp#Vendors

Questions regarding the Supplier Diversity Program can be directed Meg Yetishefsky, Supplier Diversity Manager, at meg.yetishefsky@po.state.ct.us or 860/713-5228.

Epartners



Variety of Motorcycle Manufacturers Available on New Contract

If you are in need of 2-wheeled transportation, we've got the contract for you. Contract [#04PSX0220](#) for 2005 motorcycles has recently been awarded. A number of vendors are listed on the contract and the bikes come with a 1 year and in some cases 2-year warranties with unlimited mileage. For your convenience we are providing shots of the models that are on the contract. They are the Buell Blast, Yamaha TW200, Kawasaki Eliminator, Honda Rebel & the Honda Nighthawk, respectively.



Remember that if you're **LOOK** ing for a partner, you've got a partner in DAS!

The ePartners program services Connecticut municipalities, schools and not-for-profit organizations by offering products and services to save time and money. For more information about ePartners check out the webpage that was made just for you...our ePartners!

<http://www.das.state.ct.us/Purchase/ePartners/epartners.asp>

Questions, comments or suggestions? Send them to ePartners@po.state.ct.us or call Maureen Friedman 860/713-5069.

CT Environmentally Preferable Purchasing

Happy Holidays from EPP



In honor of the Holidays we have a couple of tips for making this time of year a little less hectic...

1. **Spend time with the people you care about.** Anyone can order a gift from a catalog, but a picnic in the Spring, a night of board games, or a date for coffee and cookies makes a lasting memory that doesn't accrue interest charges.
2. **Find some time to relax and reflect.** The Holidays are a perfect time to reflect on the past year and what you'd like to do differently next year. Make your time off count for you.
3. **Count your many blessings.** There's a good chance your standard of living is far beyond that of your grandparents or even your parents. It's not about having what you want; it's all about wanting what you've got!
4. **Last minute? Buy local.** Our final tip for relieving some of the usual stress can save you some time and is a **green** shopping tip. Buying local saves you both time and money while cutting down on the emissions from your vehicle and supporting your local economy.

CT DAS state contracts offer a number of environmentally preferable products and services. For more information on how you can purchase or use environmentally preferable products and services where you live and work, you may contact CT EPP at Barbara.moser@po.state.ct.us or call at (860) 713-5081.



Bid Notice Postings

To view the entire DAS bid notice listing, click on the following hyperlink to go to our web page. [DAS Bid Notices](#)

Contract Information: DAS Contracts

The following is a listing of contracts issued during the week of 12/20/04

Contract #	Contract Name	For:	Contract Term
04PSX0396	Rubbish Removal Services for the DMAS facility at 51 Coventry Street, Hartford, CT	Department of Mental Health and Addiction Services	January 1, 2005 through December 31, 2006 The State reserves the right to extend this contract.

Contract #	Contract Name	For:	Contract Term
<u>04PSX0261</u>	The Department of Transportation's requirements for Anodized Fencing in accordance with Federal Required Provisions, Wage Scales CT & Federal, District Map and Traffic Patterns.	Department of Transportation All Using State Agencies and Political Sub-Divisions	January 1, 2005 through December 31, 2006.
<u>04PSX0398</u>	2005-2007 and 2006-2007 - Governor's Budget Documents	Office of Policy and Management	December 16, 2006 through February 28, 2006
<u>04PSX0399</u>	Microfilming / Microfiching Services for the Connecticut State Library	Connecticut Sate Library	December 21, 2004 through December 31, 2006
<u>04PSX0402</u>	Landscaping Services for Department of Motor Vehicles, Wethersfield	Department of Motor Vehicles	November 1, 2004 through October 31, 2005
<u>04PSX0420</u>	Snow Removal Services for the Department of Public Works Facilities Managed by DeMarco, Miles and Murphy	The Department of Public Works	November 4, 2004 through April 30, 2006
<u>04PSX0220</u>	Purchase Motorcycles	Department of Transportation and AUSA & Political Subdivisions of the State	December 15, 2004 through January 31, 2006 with option to extend

Contracts Expiring

Did you know that our state contracts are reviewed one to three months prior to the actual expiration date? During this review process, the contract specialist examines the specifications and products/services included within each contract

[Contract Search](#)

Click on the list of "Contracts Issued/**Expiring** In Last/Next 30/60/90/120 Days". Choose the radio button marked "**Expiring** Contracts" and select the time frame. Then click "Get Contracts". That's all there is to it!

Peppy's Toolbox



Click on the "toolbox" on the left to help yourself to any of the helpful "tools" (electronic forms) that are available to you. **Do you have "tools" that you would like to share to help others in their jobs? Send them in to peppy.procurement@po.state.ct.us**



The Christmas Poem

In honor of America's Sons and Daughters who so bravely serve our nation, please take a moment to read the poem below.



This Christmas poem was written by a Marine. And, this is his request: Christmas will be coming soon and some credit is due to our U.S. service men and women for our being able to celebrate these festivities. Let's try in this small way to pay a tiny bit of what we owe. Stop and think of our heroes, living and dead, who sacrificed themselves for us. Please, do your small part to plant this small seed.

[The Christmas Poem](#)

All of us at Procurement Services would like to extend:

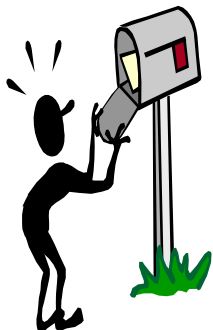
***Best Wishes for Peace and Joy this Holiday Season
and a New Year of
Health, Happiness and Prosperity
To You and Your Families!***

Come on WINners! Thanks to all my loyal WINners for submitting all these great quotes. Keep them coming! Please take a minute to send them to me at peppy.procurement@po.state.ct.us and watch for them to appear in future issues of WIN.



Just by submitting a question to Peppy, **Kathleen M. Anderson will receive 5 CT \$hops commemorative retractable name badge holders!** If you missed last week's article on how to get them, click the link to read the article and find out the other ways can, too!

<http://www.das.state.ct.us/rfpdoc/WeHaveWays.doc>



Ask Peppy!

Doesn't a political subdivision of the state also have to receive 60% of their funding from the state or federal government?

Kathleen M. Anderson

Kathleen,

No. The 60% funding threshold only applies to institutions/agencies (which we commonly refer to as not-for-profits). Below is CGS 4a-54 where you can see the full definition of those institutions that are able to purchase through DAS contracts.

Sec. 4a-54. (Formerly Sec. 4-110a). Purchasing by certain institutions through Administrative Services Commissioner. Connecticut Children's Medical Center, The American School at Hartford for the Deaf, The Connecticut Institute for the Blind, any other institution or agency which receives at least sixty per cent of its funding from the state or federal government, or both, and, by contract, any independent college or university, as defined in section 10a-37, may each purchase through the Commissioner of Administrative Services such supplies, materials, equipment or contractual services as such institutions require at the cost thereof to the state.

Peppy

Do you have a purchasing question and you can't seem to find the answer? Send it to me at peppy.procurement@po.state.ct.us and I will do my best to find the answer for you and post it in a future issue of WIN. And don't forget...you too can be the proud owner of a CT \$hops commemorative retractable badge holder just by submitting a question to me!.

Core-CT Information



Reclassification of Old Year Deposits - Response to Field Audits Done in the Agencies



The Auditors of Public Accounts are conducting field audits of Revenues at this time. Agencies should understand that if your field auditor has directed reclassification of any old year deposits requiring changes to Fund, SID or DeptID, this will affect end of year reporting. Agencies cannot make these changes because the accounting periods for last year are closed. Please have your field auditor communicate any requests of this nature to the field auditors assigned to the OSC Accounting Services Division. A procedure has been established for submission of audit adjustment forms and their review and approval.

Field auditors at the OSC Accounting Services Division will relay the information to the appropriate staff members who will ensure that the necessary journal entries are made to reflect the change.

Looking for Catalog Items in Core-CT/PeopleSoft?



Use the following link to access the listing of the vendors, contract number and contract name that have been loaded into the **Core-CT** catalog.

[Core-CT Catalog](#)

Getting Help Quickly And Easily



Click on the “Help” link below to access **ALL** the **Core-CT** help options that are available to you such as the Core-CT web site, current and past Daily Mail, help desk phone numbers, agency super users and more!

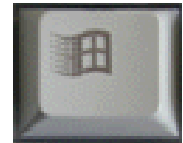
[Core-CT Help](#)



Tech Talk with Ms. Bits n’ Bytes

Keyboard Shortcuts using the “Windows Logo” key.

Ever notice that “flying window” on the lower left hand side of your keyboard? If you did notice it, did you wonder what it was there for? Check out these neat tricks you can do with it to save you a few steps!



Keyboard Shortcuts	Result in Windows ® XP - General
Windows Logo	Display or hide the Start menu
Windows Logo+BREAK	Display the System Properties dialog box
Windows Logo+D	Display the desktop
Windows Logo+M	Minimize all of the windows
Windows Logo+SHIFT+M	Restore the minimized windows
Windows Logo+E	Open My Computer
Windows Logo+F	Search for a file or a folder
CTRL+Windows Logo+F	Search for computers
Windows Logo+F1	Display Windows Help
Windows Logo+ L	Lock the keyboard
Windows Logo+R	Open the Run dialog box
Windows Logo+U	Open Utility Manager

Don’t forget to write to me if you have a computer question, problem or perhaps just something you would be interested in learning about. You can email me at:
maureen.blackburn@po.state.ct.us

Contracts & Purchasing Division Information

DOIT Contacts

- Click on the following hyperlink [DOITContacts](#) to jump to DOIT's Information section of their web site.

DOIT Bid/Proposals

- Click on the following hyperlink [DOITBidPostingNotices](#) to jump to DOIT's Bid Posting Notices section of their web page.

DOIT Contract Awards

- Click on the following hyperlink [DOITContractAwards](#) to jump to DOIT's Contract Award section of their web page.

Contact Us

If you would like to subscribe, or if know someone who may benefit by receiving the **WIN** newsletter, send an email to Teresa with the following information:



Name:
Job Title:
Agency/Organization Name:
Mailing Address:
City/State/Zip:
Phone:
Fax:
Email:

Email Teresa Dupont at teresa.dupont@po.state.ct.us or fax it to her at 860-622-2940. Once the information is received, they will be added to the "WINner" list! Likewise, if you do not wish to receive **WIN**, send us a note and your name will be removed. Questions? Call Teresa at 860-713-5073.

Miss a Previous Issue of WIN?

Use the following link to jump to the DAS Newsletters web page, scroll down to Weekly Information Newsletters (WIN) and click on the issue you missed!

<http://www.das.state.ct.us/News/NewsLetters.htm>